

Title: Facility Maintenance Volunteer
Position Type: Volunteer
Reports to: Facilities and Project Manager
Date Revised: September 2026

POSITION SUMMARY

The Facility Maintenance Volunteer takes direction from the Facilities and Project Manager and provides hands-on support with the routine maintenance and minor repairs of the museum's buildings, equipment, and grounds. The Facility Maintenance Volunteer assists with identifying and addressing minor maintenance issues, performs basic repairs, and helps to keep the museum safe, functional, well-maintained, and true to its historical character to the extent possible. The position is intended for volunteers with practical maintenance skills and a willingness to perform a variety of hands-on tasks.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Assist in performing routine minor maintenance and repair tasks throughout the museum and grounds, such as, but not limited to patching walls and other surfaces, repairing loose stair treads, door and door hardware repairs, and landscaping maintenance.
- Replace light bulbs, lamps, and other readily replaceable components as required.
- Help investigate malfunctioning equipment, fixtures, and building components to identify the nature of the problem and determine whether a minor repair can be completed by museum personnel or whether a qualified contractor is required.
- Perform minor plumbing maintenance and repairs within the volunteer's skillset, including but not limited to routine valve exercising, and servicing or replacement of subassemblies such as flush valves, supply stops, piston assembly cartridges, and faucet valves.
- Use practical knowledge to investigate and troubleshoot minor facility issues that are within the volunteer's knowledge and skillset.
- Provide maintenance and repair reports for proper documentation.
- Follow all museum policies and procedures relating to workplace safety, visitor safety, building security, and the protection of the museum's artifacts, property, and collections.
- The Facility Maintenance Volunteer role **does not** include responsibility for independently determining or undertaking work that requires a licensed tradesperson, specialized contractor, engineering assessment, or other professional service.

POSITION REQUIREMENTS

- Comfortable performing hands-on maintenance and repair tasks.
- Strong problem-solving and troubleshooting skills.
- Able to safely use common hand tools and basic equipment.
- Able to work independently and follow direction and procedures.
- Good communication and interpersonal skills.
- Physically able to stand, walk, bend, kneel, lift, and work for extended periods.
- Comfortable working underground and in varying conditions.
- Be at least 18 years of age.
- Able to obtain and maintain a Vulnerable Sector Police Check.
- Able to commit to regular volunteer shifts, including a minimum of 4 hours a month.
- Willingness to complete a three-month probationary period to allow both the volunteer and the museum to determine whether the role is a good fit.

POSITION ASSETS

- Experience in maintenance, construction, engineering, electrical, mechanical, plumbing, or another skilled trade.
- Experience troubleshooting building, mechanical, or electrical systems.
- Experience using power tools or maintenance equipment.
- Knowledge of building systems or equipment.

- Experience working in a historic or heritage setting.
- Previous facilities or maintenance volunteer experience.
- First Aid/CPR certification.

WORKING CONDITIONS

- Underground facility with no natural light.
- Standing, walking, bending, kneeling, lifting, and working in various positions for extended periods.
- May involve working in confined or difficult-to-access areas of the facility.
- May involve exposure to dust, dirt, uneven surfaces, and varying temperatures.
- Regular use of hand tools and maintenance equipment.
- Work may take place throughout the Diefenbunker, including areas not normally accessible to the public.

HOW TO APPLY

To apply, please fill out the volunteer application form on our website at diefenbunker.ca/volunteer.

Please note that there is no public transportation to the Diefenbunker from downtown Ottawa.